CPPS USER MANUAL
AND GLOSSARY
EMPL TO CPPS CROSS REFERENCE

Colorado Department of Personnel & Administration

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EMPL Class File Update and Mass Action Codes

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action(s)	Class Change Reason and/or Personnel Action Subtype	Notes
00D	C	J	N	Delete Class	Class Delete		
001	C	J	N	Abolish Class	Class Change	Class Change Reason A - Status Change	
002	C	J	N	Create New Class	Class Add		
003	C	J		Change Class - Mass Action	Class Change; PCS 30 - Sys Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	Class Change Reason C - Sys Maintenance; Personnel Action Subtype PN - System Maintenance	From System Study DPA applies this mass action.
004	C	J	N	Change Class Title/Supervisory	Class Change	Class Change Reason B - Descriptive Change	
005		J	N	Change EEO4, EEO6, Job SOC	Class Change	Class Change Reason B - Descriptive Change	
006	C	J		~~Change Occ Study Percent Proposed~~			EMPL action no longer used.
007				~~Change Use Code/Dept~~			EMPL action no longer used.
008	C	J		Change Pay Differential - Mass Action	Class Change; PCS 30 - System Maintenance	Class Change Reason D - Change Premium Pay Eligibility for Classified or E - Change OT Eligibility for Judicial	DPA applies this mass action.
009	C	J	N	Re-established Abolished Class	Class Change	Class Change Reason A - Status Change	
011	C	J		~~Anniversary Increase - Mass Action~~			EMPL action no longer used.
013	C			Remove Employee from Saved Pay - Mass Action	80 - Pay Adjustment	PB - Removal from Saved Pay	DPA applies this mass action.
017		J		Change Occ Group - Mass Action	Class Change; PCS 30 - Sys Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	Class Change Reason C - Sys Maintenance; Personnel Action Subtype PN - System Maintenance	For Judicial only, DPA applies this mass action.
018	C	J		~~Change Occ Study Percent - Mass Action~~			EMPL action no longer used.
020	C	J		Change Salary - Mass Action	80 - Pay Adjustment	PM - Annual Compensation Survey	Salary Survey - DPA applies this mass action.
021	C	J		Change Salary Special - Mass Action	Class Change; PCS 30 - Sys Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	Class Change Reason C - System Maintenance; Personnel Action Subtype PN - System Maintenance	System Maintenance, same class. DPA applies this mass action.
022	C			~~Change Salary (Hiring Rate) - Mass Action~~			EMPL action no longer used.

EMPL Action Codes Cross Reference to CPPS Actions

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action(s)	Class Change Reason and/or Personnel Action Subtype	Notes
023	C			System Maintenance with Class Placement	Class Change; PCS 30 - Sys Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	Class Change Reason C - System Maintenance; Personnel Action Subtype PN - System Maintenance	System Maintenance, class change. DPA applies this mass action.
050	C		N	Change Salary - Class Record Only	Class Change	Class Change Reason C - Sys Maintenance	For SES and Med Classes.
051			N	Change Legislative Salaries - Mass Action	80 - Pay Adjustment	PM - Annual Compensation Survey	
058				~~Change Salary/Step from T-Step~~			EMPL action no longer used.
061	C			Open Range ~~Conversion - Mass Action~~			EMPL action no longer used.
062	C			~~CPP (Colo Peak Performance) Entry~~			EMPL action no longer used.

EMPL Action Codes Cross Reference to CPPS Actions

EMPL Pay Rate Updates

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
10D	C	J	N	DELETE PAY RATE ACTION	12 - Data Correction	LA - Pay Rate Correction	
103	C	J	N	CHANGE CLASS	PCS 30 - System Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	PN - System Maintenance	Individual System Maintenance Study action
105	C	J	*	DISCIPLINARY FINE	80 - Pay Adjustment	HB - Disciplinary	
106	C	J	N	DISCIPLINARY REDUCTION (STEP/SALARY)	80 - Pay Adjustment	HB - Disciplinary	
107	C	J		INCREASE SALARY-RETURN FROM 106 (STEP/SALARY)	80 - Pay Adjustment	PL - Restore from Disciplinary Reduction	
110	C	J		~~ANNIVERSARY INCREASE WITHHELD~~			EMPL action no longer used.
111	C	J		~~ANNIVERSARY INCREASE (STEP/SALARY)~~	80 - Pay Adjustment	PI - Performance Pay	EMPL action no longer used, performance pay is the current equivalent to anniversary increases.
112	C	J		~~WITHHELD ANNIVERSARY INCREASE RESTORED~~			EMPL action no longer used.
113	C			REMOVE EMPLOYEE FROM SAVED PAY STEP OR HALF STEP (INDIVIDUAL 013 ACTION)	80 - Pay Adjustment	PB - Removal from Saved Pay	
117		J		CHANGE OCCUPATIONAL GROUP (PROPOSED) GRADE/STEP	PCS 30 - System Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	PN - System Maintenance	Individual System Maintenance Study action - only used by Judicial
118	C	J		~~CHANGE OCCSTUDY PERCENT (GRADE/SALARY)~~			
120	C	J		CHANGE SALARY (SALARY SURVEY) (SPECIAL ACTION) (INDIVIDUAL 020 ACTION)	80 - Pay Adjustment	PM - Annual Compensation Survey	
121	C	J		CHANGE SALARY (GRADE/SALARY) (SPECIAL ACTION) (INDIVIDUAL 021 ACTION)	PCS 30 - System Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	PN - System Maintenance	Individual System Maintenance
123	C			SYSTEM MAINTENANCE STUDY WITH CLASS PLACEMENT	PCS 30 - System Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	PN - System Maintenance	Individual System Maintenance
124	C			INCREASE SALARY-BROADBAND CLASS	80 - Pay Adjustment	PO - Movement within Broad Band	

EMPL Action Codes Cross Reference to CPPS Actions

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
130	C	J	N	VOLUNTARY SALARY REDUCTION (STEP/SALARY)	80 - Pay Adjustment	PC - Voluntary Reduction	
131	C			INCREASE SALARY-RETURN FROM 130	80 - Pay Adjustment	PD - Restore from Voluntary Reduction	
133	C			SALARY INCREASE - PILOT SYSTEM	80 - Pay Adjustment	PO - Movement within Broad Band	The likely future scenario will be to have 3 class 'bands' with the ability to raise salaries within the class or 'band' and also promote or demote between the classes or bands.
134	C			RETENTION BASE AND/OR NON-BASE SALARY ADJUSTMENT (REPLACED BY ACTION CODE 145)			
135	C			REFERRAL AWARD (REPLACED BY ACTION CODE 144			EMPL action no longer used.
136	C			TEMPORARY PAY DIFFERENTIAL (REPLACED BY ACTION CODE 143)			EMPL action no longer used.
140	C	J	N	EDUCATIONAL LEAVE WITH PAY	02 - Leave with Full/Partial Pay or Benefits		
141	C	J	N	RETURN FROM EDUCATIONAL LEAVE WITH PAY	04 - Return from Leave		
142	C			PERFORMANCE BASED PAY BASE/NON-BASE/NON-MONETARY AWARD	80 - Pay Adjustment	PI - Performance Pay	
143	C			TEMPORARY PAY DIFFERENTIAL	80 - Pay Adjustment		
144	C			REFERRAL AWARD	80 - Pay Adjustment		
145	C			MATCHING PAY	80 - Pay Adjustment	PE - Compression/Matching	
146	C			SIGNING BONUS	80 - Pay Adjustment		
150	C		N	CHANGE SALARY - NON-CLASSIFIED OR PILOT INDIVIDUAL	80 - Pay Adjustment		
151			N	CHANGE LEGISLATIVE SALARY - INDIVIDUAL	80 - Pay Adjustment		
155	C		N	CHANGE SALARY NON-CLASSIFIED AND CONTRACT CLASSIFIED	80 - Pay Adjustment		
160	C			CLASS PLACEMENT TABLE UPDATE	PCS 30 - System Maintenance; Personnel (movement) Action 06 - Demotion, 07 - Job Reclassification, 08 - Promotion, or 10 – Transfer as appropriate.	PN - System Maintenance	
161	C			OPEN RANGE CONVERSION (INDIVIDUAL 061 ACTION)			EMPL action no longer used.
162	C			COLORADO PEAK PERFORMANCE (CPP) ENTRY - INDIVIDUAL 062 ACTION			EMPL action no longer used.
190	C			ANNIVERSARY UPDATE OR SALARY SURVEY (CU/CSU)			EMPL action no longer used.

EMPL Action Codes Cross Reference to CPPS Actions

Position Update Action Codes

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
20D	C	J	N	DELETE POSITION ACTION	PCS 10 - Error Correction		
201	C	J	N	ABOLISH POSITION	PCS 04 - Abolish Position		
203	C	J	N	CREATE POSITION (REGULAR FOR CLASSIFIED, JUDICIAL, MERIT)	PCS 01 - New Position		
204	C			CREATE SEASONAL POSITION (LESS THAN 11 MONTHS)	PCS 01 - New Position		
205	C			CREATE SUBSTITUTE POSITION	PCS 01 - New Position		
206	C			CREATE TEMPORARY POSITION	PCS 01 - New Position		
207				CREATE TEMPORARY EMERGENCY (15 DAYS) POSITION	PCS 01 - New Position		
209	C	J	N	RE-ESTABLISH AN ABOLISHED POSITION	PCS 07 - Reactivate Position		
210	C	J	N	CHANGE POSITION STATUS	PCS 09 - Other Data Change	09 – Job Assignment Change	
220	C	J	N	CHANGE PAY DIFFERENTIAL	PCS 09 - Other Data Change		
221	C			~~CHANGE SHELTERED~~			EMPL action no longer used. For a change to the Essential field use PCS 09 - Other Data Change.
222	C	J	N	CHANGE FUNDED, ORGANIZATIONAL UNIT, AND FUND PERCENTAGES	PCS 09 - Other Data Change		
223			N	EXTEND EXPIRATION DATE	PCS 09 - Other Data Change		
224	C	J	N	~~CHANGE ALLOTMENT BASE (PARTTIME, SEASONAL, TEMPORARY)~~			EMPL action no longer used. To change Allotted FTE, Seasonal, Full/Part Time fields use PCS 09 - Other Data Change.
225	C	J	N	CHANGE CITY CODE, BUSINESS ADDRESS OR AREA(S) AVAILABLE	PCS 09 - Other Data Change		
226	C			CHANGE POSITION OT	PCS 09 - Other Data Change		
230	C	J	N	CHANGE BUSINESS ADDRESS (BY AGENCY ORGANIZATIONAL UNIT) MASS ACTION	Change Department Table for Dept Locator address		
231	C	J		~~CHANGE FUND PERCENTAGES (BY ORGANIZATIONAL UNIT) - MASS ACTION~~	Mass action		Have specified a new mass action to change Budgetary fields based on position selection criteria.
250	C	J	N	CHANGE SUPERVISOR AGENCY/POSITION	PCS 09 - Other Data Change		
251	C	J		CHANGE SUPERVISOR POSITION - MASS ACTION	Mass action		Have specified a new mass action to change the Report To field based on current values.

EMPL Action Codes Cross Reference to CPPS Actions

Employee Appointment Action Codes

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
30D	C	J	N	DELETE EMPLOYEE APPT ACTION	12 - Data Correction		
301	C	J	N	NEW EMPLOYEE, AT CLASS HIRING RATE	01 - Hire		If the employee is already active in the Org use personnel action 09- Job Assignment Change with subtype GB - Hire to additional position.
302	C	J		NEW EMPLOYEE, AT INDIVIDUAL IN-GRADE HIRING RATE OR ABOVE MINIMUM HIRING RATE	01 - Hire		If the employee is already active in the Org use personnel action 09- Job Assignment Change with subtype GB - Hire to additional position.
303	C	J		NEW EMPLOYEE, SEPARATED NOT IN GOOD STANDING	14 - Rehire		
305	C			NEW EMPLOYEE, SUBSTITUTE	01 - Hire or 14 - Rehire		If the employee is already active in the Org use personnel action 09- Job Assignment Change with subtype GB - Hire to additional position.
306	C			NEW EMPLOYEE, TEMPORARY, MERIT ONLY SEASONAL OR EMERGENCY	01 - Hire or 14 - Rehire		If the employee is already active in the Org use personnel action 09- Job Assignment Change with subtype GB - Hire to additional position.
307	C			NEW HIRE - PILOT SYSTEM	01 - Hire or 14 - Rehire		If the employee is already active in the Org use personnel action 09- Job Assignment Change with subtype GB - Hire to additional position.
310	C			EMPLOYEE TRANSFERRING BETWEEN EMPL SYSTEMS (CLASSIFIED TO NON-CLASSIFIED, ETC)	72 - Org Transfer as assigned from Menu Transaction 'Employee Transfer/ID Change' if needed, then personnel action 10 - Transfer		
320	C	J		REINSTATEMENT	14 - Rehire	NB - Reinstatement	
321	*	J	*	REINSTATE TO DIFFERENT CLASS SERIES	14 - Rehire	NB - Reinstatement	
330	C	J		REEMPLOYMENT	14 - Rehire	NA - Reemployment	
335	C	J	N	RETURN FROM LEAVE WITHOUT PAY OR SUSPENSION	04 - Return from Leave of Absence		
336	C	J	N	RETURN FROM VOLUNTARY FURLOUGH, SHORT TERM DISABILITY	04 - Return from Leave of Absence		
340	C			EXTEND EXPIRATION DATE	PCS 09 - Other Data Change; 11 - Other Data Change		
~~391~~	~~C~~			~~MASS TRANSFER OF RECORDS (CU/CSU)~~			
~~395~~	~~C~~			~~RETURN FROM LEAVE WITHOUT PAY (CU/CSU)~~			

EMPL Action Codes Cross Reference to CPPS Actions

Position and/or Employee Movements

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
40D	C	J	N	DELETE POSITION/EMPLOYEE MOVEMENT ACTION	12 - Data Correction		Data Correction
401	C	J	N	TRANSFER WITHIN CLASSIFIED, MERIT, JUDICIAL, NON-CLASSIFIED	72 - Org Transfer as assigned from Menu Transaction 'Employee Transfer/ID Change' if needed, then personnel action 10 - Transfer	None; FB - Reallocation/Reclassification	Org Transfer (if needed), then Transfer Personnel Action
402	*	J	*	TRANSFER BETWEEN CLASSIFIED, MERIT, OR JUDICIAL	72 - Org Transfer as assigned from Menu Transaction 'Employee Transfer/ID Change' if needed, then personnel action 10 - Transfer		Org Transfer (if needed), then Transfer Personnel Action
403			N	TRANSFER FROM CLASSIFIED TO NON- CLASSIFIED - JUDICIAL ONLY	72 - Org Transfer as assigned from Menu Transaction 'Employee Transfer/ID Change' if needed, then personnel action 10 - Transfer		Org Transfer (if needed), then Transfer Personnel Action
~~404~~	~~C~~			~~PHASE II SAME PLACEMENT~~			EMPL action not used.
~~405~~	~~*~~			~~PHASE II LATERAL PLACEMENT~~			EMPL action not used.
~~406~~	~~C~~			~~PHASE II UPWARD PLACEMENT~~			EMPL action not used.
~~407~~	~~*~~			~~PHASE II DOWNWARD PLACEMENT~~			EMPL action not used.
408	C			CHANGE CLASSIFICATION, VACANT POSITION	PCS 02 – Reclassify Position		Position action only.
409	C			CHANGE CLASSIFICATION, FILLED POSITION, SAME SALARY	PCS 02 – Reclassify Position; Personnel (movement) Action 06 - Demotion, 08 - Promotion, or 10 – Transfer as appropriate.	FB - Reallocation/Reclassification	Position Reclassification then Personnel Movement
410	C	J		SUSTAIN CLASSIFICATION (VACANT OR FILLED POSITION)	PCS 08 - Position Evaluation		Use Evaluation Result for 'Sustain'.
411	*	J	N	CHANGE CLASSIFICATION	PCS 02 – Reclassify Position; 07 - Job Reclassification		Used by Judicial and Non-classified.
~~412~~	~~*~~	~~*~~	~~*~~	~~REASSIGN POSITION~~			EMPL action not used.
413		J		RANGE CHANGE, SAME OR DIFFERENT POSITION NUMBER, SAME STEP, JUDICIAL ONLY	80 - Pay Adjustment	PJ - Professional Development	Judicial uses this to raise probation officer salaries for professional development.
415	C			TRANSFER EMPLOYEE INTO PILOT SYSTEM	72 - Org Transfer as assigned from Menu Transaction 'Employee Transfer/ID Change' if needed, then personnel (movement) action 06 - Promotion, 08 - Demotion, or 10 - Transfer	None; FA - Reappointment; FB - Reallocation; HA - Voluntary; HB - Disciplinary Action	Org Transfer (if needed), then promote, demote or transfer according to class. Other subtypes may be added in the future for moving in or out of broadband classes
416	C			TRANSFER EMPLOYEE OUT OF PILOT SYSTEM	72 - Org Transfer as assigned from Menu Transaction 'Employee Transfer/ID Change' if needed, then personnel (movement) action 06 - Promotion, 08 - Demotion, or 10 - Transfer	None; FA - Reappointment; FB - Reallocation; HA - Voluntary; HB - Disciplinary Action	Org Transfer (if needed), then promote, demote or transfer according to class. Other subtypes may be added in the future for moving in or out of broadband classes.

EMPL Action Codes Cross Reference to CPPS Actions

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
420	C	J	N	PROMOTION	06 - Promotion		
~~425~~	~~C~~			~~PROMOTION: TEMPORARY TO FILL UNDER UTILIZATION (EMPL DIFFERENT POSITION)~~			EMPL action not used.
427	C			PROMOTION - PILOT SYSTEM	80 - Pay Adjustment	PO - Movement within Broad Band	The Auditor's Office uses this when changing the 'band' of the employee up. The likely future scenario will be to have 3 class 'bands' with the ability to raise salaries within the class or 'band' and also promote or demote between the classes or bands.
430	C	J	N	VOLUNTARY/LAYOFF DEMOTION	08 - Demotion	HA - Voluntary	
431		J		VOLUNTARY DEMOTION, SAVE PAY	08 - Demotion	HA - Voluntary	
432	C	J	N	DISCIPLINARY DEMOTION	08 - Demotion	HB - Disciplinary	
433	C			DEMOTION - PILOT SYSTEM	80 - Pay Adjustment	PO - Movement within Broad Band	The Auditor's Office uses this when changing the 'band' of the employee down. The likely future scenario will be to have 3 class 'bands' with the ability to raise salaries within the class or 'band' and also promote or demote between the classes or bands.
435	C	J		REVERSION TO CERTIFIED STATUS OR REAPPOINTMENT	06 - Promotion or 08 - demotion	FA - Reappointment	
440	C			REASSIGNMENT TO HIGHER RANGE (TEACHERS ONLY)	06 - Promotion		If this class series should ever go to one class, then the action would be a pay adjustment for Professional Development.
~~441~~	~~*~~		~~*~~	~~REASSIGNMENT TO LOWER RANGE~~			EMPL action not used.
~~490~~	~~C~~			~~TRANSFER TO DIFFERENT POSITION (CU/CSU)~~			
~~491~~	~~C~~			~~CLASSIFICATION CHANGE (CU/CSU)~~			
~~492~~	~~C~~			~~PROMOTION (CU/CSU)~~			
~~494~~	~~C~~			~~DEMOTION (CU/CSU)~~			

EMPL Action Codes Cross Reference to CPPS Actions

Separation Action Codes

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
50D	C	J	N	DELETE SEPARATION ACTION	12 - Data Correction		Correct Data instead of deleting
501	C	J	N	SEPARATION	05 - Separation		Select the appropriate Separation Reason. If the employee will still be active in a second position in the Org use personnel action 09 - Job Assignment Change with subtype GA - Vacating one of multiple positions.
505	C	J		VOLUNTARY FURLOUGH	03 - LWOP		Leave of Absence Reason 8 - Furlough
506	C	J	N	SHORT-TERM DISABILITY	02 - Leave with Pay or Benefits		LOA Reason 1 - Disability
510	C	J	N	LEAVE WITHOUT PAY	03 - LWOP		Select the appropriate LOA Reason.
511	C	J	N	MILITARY LEAVE WITHOUT PAY	03 - LWOP		LOA Reason 2 - Military
520	C	J	N	DISCIPLINARY SUSPENSION	03 - LWOP		LOA Reason 13 - Disciplinary Suspension
~~530~~	~~C~~		~~N~~	~~EXPIRED EXPIRATION DATE - EMPLOYEE SEPARATED (MASS ACTION)~~			
~~591~~	~~C~~			~~SEPARATION (CU/CSU)~~			
~~595~~	~~C~~			~~LEAVE WITHOUT PAY (CU/CSU)~~			

EMPL Action Codes Cross Reference to CPPS Actions

Demographic Update Action Codes and Special Action Codes

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
60D	C	J	N	DELETE DEMOGRAPHIC ACTION	12 - Data Correction		
602	C	J	N	CREATE/CHANGE DEMOGRAPHIC RECORD	11 - Other Data Change		
640	C	J	N	CHANGE EMERGENCY INFORMATION	11 - Other Data Change		
65D	C	J	N	DELETE SPECIAL/MISC ACTION (651-653)	12 - Data Correction		
651	C	J	N	CHANGE SSN - MASS ACTION	73 - Employee ID Change from Menu Transaction 10, then Action 12 - Data Correction		Once SSN is not the EID (Employee Identification Number) then action 12, Data Correction will be used to correct the SSN.
652	C	J	N	CHANGE AGENCY - MASS ACTION	Mass action		Contact DPA to have this performed. A mass action has been specified to change employees and positions from one agency to another or from one org and agency to another org and agency.
653	C	J	N	CHANGE AGENCY - INDIVIDUAL ACTION	11 - Other Data Change		
68D	C	J	N	DELETE SPECIAL/MISC ACTION (680-685)	12 - Data Correction		
680	C	J		CHANGE ANNIVERSARY DATE	11 - Other Data Change		
681	C	J	N	CHANGE SALARY / CHANGE GRADE AND STEP JUDICIAL NON-CLASSIFIED	80 - Pay Adjustment		
682	C	J		CHANGE EMPLOYEE STATUS	11 - Other Data Change	KA - Probation/Employee Status Change	
683	C	J	N	CHANGE INITIAL EMPLOYMENT DATE/ADJUSTED SERVICE DATE	11 - Other Data Change or 12 - Data Correction	KB - Adjusted Service Date Change for LWOP; KC - Adjusted Service Date Change for Break in Service; KD - Adjusted Service Date Change for Reemployment; LC - Service Date Correction	
684	C	J	N	CHANGE PERFORMANCE RATING INFORMATION	11 - Other Data Change	KE - Performance Rating	
685	C	J	N	CHANGE ORG ID - MASS ACTION	Mass action		Contact DPA to have this performed. A mass action has been specified to change employees and positions from one org to another org.
686	C	J		~~CHANGE STEP 6 MONTHS~~			
687	C		N	UPDATE LABOR LEVELS	11 - Other Data Change		
690	C			~~UPDATE DEMO / EMP (CU/CSU) (RETURN LOA, ANNIV INC, SAL SURV, ETC)~~			
691	C			~~UPDATE EMPLOYEE (CU/CSU)~~			
695	C			~~CHANGE SSN (CU/CSU)~~			

EMPL Action Codes Cross Reference to CPPS Actions

Job, Payment, Retirement, Miscellaneous Update

EMPL Action Code	Classified	Judicial	Non-classified	EMPL Action Code Description	CPPS Action	Personnel Action Subtype	Notes
70D	C	J	N	DELETE JOB RECORDS (ALL 5 RECORDS)	11 - Other Data Change or 12 - Data Correction or a personnel movement action		Use the function key or button to delete the displayed job.
701	C	J	N	CREATE/CHANGE JOB RECORDS	11 - Other Data Change or 12 - Data Correction or a personnel movement action		Use the function key or button to create a new job.
80D	C	J	N	DELETE PAYMENT RETIREMENT MISC (PRM)	12 - Data Correction		
801	C	J	N	CREATE PAYMENT RETIREMENT MISC (PRM)	12 - Data Correction		